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CHAPTER THREE

AMMUNITION STOCKPOINT MANAGEMENT

SECTION 1: AMMUNITION STOCKPOINT MANAGEMENT OVERVIEW, POLICY AND RESPONSIBILITIES.

Ref: (a) NAVSUP P-805 (Formerly NAVSEA TW010-AC-ORD-010)
(b) NAVSUP P-806 (Formerly NAVSEA TW010-AC-ORD-020)
(c) NAVSUP P-801 (Formerly NAVSEA TW024-AA-ORD-010)

3.1.1. Purpose.

This chapter, and supporting sections, define the policies and procedures associated with the actions and reporting responsibilities of Navy primary and secondary stockpoints. These stockpoints provide for ammunition receipt, assembly/disassembly operations, maintenance processing, and segregation of assets, vigilance in support of safe storage and improved asset visibility, and the issuing of material to authorized commands and activities. Authorized commands and activities are listed in Appendix A and include combatants, Combat Logistics Force (CLF) and Maritime Prepositioning Force (MPF) ships, Naval and Marine Corps Air Stations, Coast Guard, inland stockpoints maintaining Navy ammunition Cog material, and explosive disposal sites. This chapter additionally assigns the responsibility for the development and publication of essential receipt, segregation and issue inspection procedures that prescribe the process by which ammunition is inspected and segregated by all Navy ordnance and Naval and Marine Corps Air Station ordnance stockpoints. Current guidelines and procedures for ammunition stockpoint receipt, segregation and issue are contained in references (a) and (b). This chapter also prescribes the policy, responsibilities and procedures associated with ammunition storage facility oversight and for reporting ammunition storage space utilization and capacity.

3.1.2. Background.

Navy ordnance stockpoints and Naval and Marine Corps Air Stations receive ammunition from various sources including Fleet return, retrograde, and rollback. In addition, Navy and Marine Corps ammunition stockpoints issue ammunition to various recipients including combatant and logistics forces, Naval Air Stations, Marine Corps Air Stations, U. S. Coast Guard, and MPF ships. Ammunition is inspected upon receipt for identification purposes and to determine material condition and prior to issue to ensure that recipients receive safe and serviceable ammunition. Due to the hazardous nature of ammunition, unique and specific policies and processes have been developed to preserve a safe environment.

3.1.3. Scope.

This chapter applies to all Navy ammunition primary and secondary stockpoints as directed by their applicable Command authority.

3.1.4. Policy.

a. Stockpoint reporting of ammunition transactions to the Conventional Ammunition Integrated Management System (CAIMS) will be accomplished using the Retail Ordnance Management System (ROLMS). This system contains the ammunition asset and transaction records transmitted to CAIMS, as well as information needed for local visibility and accountability for non-reportable Research, Development Test and Evaluation (RDT&E), Ownership Code "2" (Demil) and local material. Stockpoints that have ROLMS capability will not use any other automated or manual record keeping system.

b. The procedures prescribed by references (a) and (b) are applicable for all ammunition handling, inspection and storage operations at all Navy, Marine Corps, and Coast Guard ship and shore based commands.

c. Activities are responsible for the development of procedures that ensure adherence to Notices of Ammunition Reclassification (NARs) assuring the screening and reidentification of ammunition in accordance with notification provided in reference (c). The screening and reidentification process will additionally apply to open obligations to determine if any outstanding and still active NARs, as represented in reference (c), affects any pending shipments. All receipts of ammunition from other stations, manufacturers, other services, as well as ammunition received For Further Transfer (FFT) and offloads from ships will additionally be screened against all outstanding NARs to ensure proper serviceability. All issues of ammunition to other stations, manufacturers, other services, and ammunition for ship onloads will be screened against all outstanding NARs to ensure proper serviceability. OT Cog assets are globally reclassified via publication of Navy/Marine Corps NARs. Reclassification not applicable to all DON assets of the same lot number will be annotated "Navy Stock Only" or "Marine Corps Stocks Only" on the NAR. OT Cog material must be screened against both Navy and Marine Corps and Marine Corps only NARs. NARs reflecting "Marine Corps Only" will be implemented on all affected OT Cog Stocks.

NOTE

Any stocks with an UNKNOWN, NONE or psuedo lot and/or serial number will be assumed to be affected by the NAR and reclassified accordingly pending lot or serial number determination, except when the NAR requires reclassification from unserviceable to serviceable.

d. Ordnance handling activities may accept material for temporary custody from Fleet units, other Navy users and other customers on an "as required" basis. Fleet Units requesting this support must have the approval of the respective Type Commander (TYCOM). The additional Commander Marine Forces Atlantic (COMMARFORLANT)/Commander Marine Forces Pacific (COMMARFORPAC) approval is required for accepting temporary custody of Landing Force Cargo/Ammunition under which LFORM and Mission Load Allowance (MLA) become subsets. This includes both Class V(A) and Class V(W) stocks.

e. Stockpoint ammunition item records for ammunition that requires lot number reporting must contain the lot number or the serial number if a lot number is not assigned. Inert items not assigned a lot or serial number will be recorded as "NONE". Should the revision of a serial or lot number be necessary due to alteration of the as built configuration, the revision will be accomplished with two transactions by deleting the old serial/lot number and adding the new serial/lot number. The two transactions must be submitted at the same time.

f. All ammunition handling expenses at ammunition stockpoints is financed by Commander in Chief, U. S. Atlantic Fleet (CINCLANTFLT) and Commander in Chief, U.S. Pacific Fleet (CINCPACFLT). Common functions that are best accommodated in a centralized manner are the responsibility of Naval Ammunition Logistics Center (NAVAMMOLOGCEN). Centralized functions include:

- (1) Ammunition Management Accountability Reviews (AMARs).
- (2) Financing stockpoint operation for Cartridge Actuated Devices (CADs)/Propellant Actuated Devices (PADs) at Primary Stockpoints.
- (3) Operation and maintenance of the resource model that develops ammunition stockpoint inspection and handling requirements.
- (4) Operation and maintenance of the Load Plan Model and its interface with Global Naval Positioning Plans (GNOPP).
- (5) Implementation and maintenance of ROLMS.

3.1.5. Responsibilities.

a. Ammunition Stockpoints will:

(1) Provide for the training of CAIMS/ROLMS operating personnel, the maintenance and support of related Automatic Data Processing Equipment (ADPE), and stockpoint compliance with reporting requirements.

(2) Provide for the training of ordnance personnel in support of ammunition receipt inspection, storage inspection, and issue inspection in accordance with the procedures cited in reference (a).

(3) Develop procedures that assure the processing of ammunition, without delay, that will result in the removal of all hazardous conditions cited in any NAR that identifies ammunition suspected as unsafe or potentially unsafe for storage, movement, or transportation. Reference (c) provides a listing of NARs and other limited use and unserviceable ammunition.

(4) Provide updated space utilization and storage of explosives/inert ammunition data to support CINCLANTFLT/CINCPACFLT ammunition positioning requirements.

b. Navy Acquisition/Program Managers will:

(1) Provide programming and budgeting information indicating requirements and resource availability for in-service ordnance, maintenance, and assembly/disassembly operations at Atlantic Ordnance Command (LANTORDCOM) activities and Naval Weapons Stations (NWS).

(2) Provide projections for planned receipts from new production and rework and provide requirements for shipment of repairable components necessary to accomplish scheduled depot repair programs.

c. NAVAMMOLOGCEN will:

(1) Develop and maintain inspection procedures (except for OT Cog material) for receipt, storage and issue of Navy and Marine Corps conventional ammunition in support of ammunition processing at stockpoints. Publish reference (a) establishing standard inspection criteria and sentencing requirements for all ammunition at shore based ammunition handling activities and reference (b) establishing standard segregation sentencing procedures for 2E and 2T ammunition. Sentencing and inspection policies for OT Cog material shall be coordinated with MARCORSYSCOM (PMAM).

(2) Develop and maintain material Condition Codes that classify ammunition as to readiness for issue and use or to identify actions required to change the status of the ammunition. Publish material Condition Codes and procedures for their assignment in reference (a).

(3) Develop and maintain ammunition Defect Codes to complement and/or supplement material Condition Codes by identifying specific reasons for Condition Code assignment and/or identifying specific defects or conditions. Publish ammunition Defect Codes and procedures for their assignment in reference (a).

(4) Maintain the Navy Space Utilization and Storage Report database to reflect assignment and use of ammunition storage facilities for all Department of Navy (DON) activities.

(5) Obtain, from the appropriate Navy Acquisition/Program Managers, or their designated agents, a quarterly schedule of planned receipts from new production and/or rework, as well as the planned distribution and provide receiving activities with advance notification of material due in from procurement, renovation, or redistribution.

(6) Develop, publish and maintain CAIMS reporting procedures that are consistent with the processing of ammunition within primary and secondary stockpoints.

(7) Develop and implement a corrective action process to identify material receipted to wrong ownership based on requisition number, ownership identification and material which is ownership unique.

SECTION 2: AMMUNITION STOCKPOINT ISSUE PROCEDURES

Ref: (a) NAVSUP P-805 (Formerly NAVSEA TW010-AC-ORD-010)

3.2.1. Introduction.

Navy ordnance stockpoints issue ammunition to various recipients including combatant and logistics forces, Naval Air Stations, Marine Corps Air Stations, U. S. Coast Guard and Maritime Prepositioning Force (MPF) ships. Material issued to all recipients is inspected prior to issue for identification purposes and to determine the material condition. Due to the hazardous nature of this material, unique and specific policies and processes have been developed to preserve a safe environment.

3.2.2. Ammunition Stockpoint Issuing Procedures.

a. All stockpoint personnel performing receipt, issue, production, segregation, storage, restow or inspection of ammunition material will ensure the timely and accurate reporting of completed actions to meet the transaction reporting time frames indicated in this chapter.

b. Issue inspection will be performed for all ammunition shipped or issued except for ammunition received designated as For Further Transfer (FFT). Issue inspection is not required for FFT ammunition but should be performed when reasonable doubt exists concerning the safety, security or quality of the ammunition. However, all issues of ammunition to other stations, manufacturers, other services, and ammunition for ship onloads will be screened against all outstanding NARs to ensure proper serviceability. Issue inspection is performed in accordance with reference (a) and will be performed at the most efficient and effective point in the activity issue process.

c. Issue requirements for single managed items to be filled from wholesale storage will be transmitted to the Single Manager for Conventional Ammunition (SMCA) via a Military Standard Requisitioning and Issue Procedures (MILSTRIP) Referral Order Document Identifier Code (DIC) "A4". The SMCA will make the supply source selection and direct the shipment by issuance of a Material Release Order (MRO) (DIC A5). The service processing point will be provided an issue transaction at the time the MRO is issued and will be furnished a Shipment Status (DIC "AS"), if a valid distribution code is in card column (CC) 54, when shipment is made.

d. Issue requirements for non-SMCA items will be directed by the service Stockpile Manager (SM) by preparing a Material Release Order (MRO) issued directly to the wholesale storage activity. An image of such MROs will be provided to the SM to facilitate achievement of transportation/shipment economies wherever possible. When positive supply action is taken on the MRO, the storage activity will notify the Stockpile Manager by transmitting a Material Release Confirmation. If partial shipment is made, the Material Release Confirmation will indicate only the quantity shipped.

e. Stock control personnel will prepare a shipment preparation document. Storage personnel will use this document in the preparation and selection of material for shipment. Stock control personnel are responsible for following up to storage, planning and transportation personnel to ensure material is available and scheduled for shipment to meet the Required Delivery Date (RDD).

f. Issue inspection is performed in accordance with reference (a) to prevent the release of unauthorized, unacceptable, or improperly identified ammunition and to ensure that all ammunition issued is safe for shipment.

g. No changes are allowed on the DD Form 1348-1A document for shipments of Security Risk Category I and II material. If changes are required a new document will be generated. For other material, changes to information on the document will be initialed during inspection.

h. Personnel responsible for the selection of material from the storage location for loading on the conveyance will sign and date the DD Form 1348-1A document. This includes loading material on railcars or barges for eventual loading on a ship. When material physically leaves the station or is loaded aboard a ship, the date will be entered on the DD Form 1348-1A.

3.2.3. Ammunition Stockpoint Transaction Reporting.

a. Specific procedures for transaction reporting can be found in Chapter 2 of this publication.

b. Issue or status change transactions for Security Risk Category I and II items must be completed within 24 hours or 48 hours for all other categories.

c. Issue of material off record will be accomplished within 24 hours (one working day) of the conveyance leaving the station or transfer to ship's custody. For over the road (truck, rail) shipments the consignee will be notified that a shipment is inbound by faxing copies of the Government Bill of Lading and DD Form 1348-1A.

SECTION 3: AMMUNITION STOCKPOINT RECEIPT PROCEDURES

- Ref: (a) NAVSUP P-807 (Formerly NAVSEA TW010-AC-ORD-030)
 (b) NAVSEA Publication OP 5 VOL I
 (c) NAVSUP P-723
 (d) NAVSEA SW023-AH-WHM-010
 (e) NAVSEA SW020-AF-ABK-010
 (f) OPNAVINST 5530.13 Series
 (g) NAVSUP P-805 (Formerly NAVSEA TW010-AC-ORD-010)
 (h) OPNAVINST 3100.6 Series
 (i) MCO 4340.1 Series
 (j) DODD 7200.11-M
 (k) NAVSUP P-806 (Formerly NAVSEA TW010-AC-ORD-020)
 (l) NAVSUP P-801 (Formerly NAVSEA TW024-AA-ORD-010)
 (m) NAVSEAINST 8020.14 Series

3.3.1. Introduction.

Navy ordnance stockpoints receive ammunition from Navy activities, afloat or ashore, other Department of Defense (DoD) activities, other government agencies, contractors and on-station production operations. The Issue Release/Receipt Document (DD Form 1348-1A) is used to record and reconcile the receipt of conventional ammunition from off-station DoD and Coast Guard activities. The Material Inspection and Receiving Report (DD 250) is used to receive material from contractors.

3.3.2. Stockpoint Receipt Planning.

a. Naval Ammunition Logistics Center (NAVAMMOLOGCEN) provides ammunition stockpoints with advance notification of material due in from procurement or redistribution. This is accomplished by forwarding a Prepositioned Material Receipt (PMR) transaction that contains the contract number for procurements or the Military Standard Requisitioning and Issue Procedures (MILSTRIP) document number for redistribution orders and the estimated date of delivery. For material being procured by the Single Manager for Conventional Ammunition (SMCA) the PMR contains the Military Interdepartmental Purchase Request (MIPR) number.

b. Prior to a scheduled ship offload, the offload receipt activity sends a message to the unit with NAVAMMOLOGCEN, Mechanicsburg and NAVAMMOLOGCEN AMMOLANT/AMMOPAC as info addressees, identifying all safety, offload, and documentation requirements and acknowledging any prior request for an offload coordination meeting as described in paragraph 4.4.2. A typical stockpoint offload coordination message is provided as Attachment (4-4). NAVAMMOLOGCEN is an information addressee on all subsequent messages associated with a ship's offload. The following paragraph is included in the message,

"IN ORDER TO EXPEDITE YOUR EVOLUTION AT _____ (INDICATE WEAPONS ACTIVITY NAME), THE FOLLOWING INFORMATION IS REQUESTED."

(1) Extent of assistance required to properly sentence the ammunition for offload indicating whether any portion of the projected offload has been sentenced in accordance with reference (a).

(2) Extent of Packaging, Handling, Storage and Transportation (PHS&T) equipment that may be required to facilitate the offload.

(3) Indication of whether sonobuoys are included in the offload. Only SSQ110, Navy Ammunition Logistics Code (NALC) 8W77, sonobuoys are turned into coastal weapons facilities or other Fleet ammunition activities. All other sonobuoys are turned into the local FISC or Defense Depot. This information is required if the ship did not submit an offload coordination message 45 days prior to the scheduled offload.

c. Reporting activities will produce a diskette once reservations are established. Diskette data must be sorted in NALC order. All other activities will provide hard copy message containing NALC, National Stock Number (NSN), Condition Code, quantity, document number, lot/serial number, Maintenance Due Date (MDD), Activity Classification Code (ACC), nomenclature, magazine location, lift count, material For Further Transfer (FFT) and remarks. Diskette and/or hard copy message are provided at thirty days and fourteen days prior to the offload date and at the arrival conference to reflect changes once reservations are established.

3.3.3. Ammunition Stockpoint Receipt Documentation.

a. Upon ship arrival at the station, receiving personnel provide sentencing assistance to the ship as requested. Receiving personnel obtain shipping documents (DD Form 1348-1A) and ensure the documents are annotated with date of receipt and signature. Exceptions are annotated and a copy is forwarded to the ordnance/weapons stock control to establish an in-process receipt.

b. Inspection requirements of ammunition received by truck or rail are governed by references (b) through (f). Upon arrival of conveyances at the station, receiving personnel obtain shipment documentation and direct the conveyance to an appropriate location, e.g., magazine area, transfer depot, barricade area, etc. Receiving personnel ensure that all receipt documents are annotated with date of receipt and signature and a copy is forwarded to the ordnance/weapons stock control to establish an in-process receipt.

(1) For material received on a DD Form 1348-1A, the date, signature and any exceptions are annotated.

(2) For material received on a DD Form 250, the date and signature are annotated in Block 22.

c. Ammunition receipts resulting from new procurement and renovation will be incorporated into the active inventory upon receipt inspection at the first Navy/Marine Corps stockpoint and the reporting of the receipt through Conventional Ammunition Integrated Management System (CAIMS) or Retail Ordnance Logistics Management System (ROLMS). Activities will be provided with a Due-In/Pre-positioned Material Receipt Card (PMRC) indicating Procurement Document Identification Number (PDIN), Contract/Project Order/ MILSTRIP Number, PDIN/exhibit line item number, PDIN/exhibit sub-line number, item number, order to call number and the purpose/condition code. For material procured through the SMCA, the MILSTRIP document number that is provided on the PMRC will be used.

3.3.4. Ammunition Stockpoint Receipt Inspection.

a. Receipt inspection, by qualified personnel, is performed for all ammunition received from any external source, including new production, Fleet return, FFT and retrograde. Inspection of ammunition received for TEMP STOW is not required. Reference (g) provides stockpoint receipt inspection procedures and criteria to identify ammunition physical condition and Defect Codes that supplement material Condition Codes by identifying specific reasons for Condition Code assignment. Transaction Item Reporting (TIR) activities will report Defect Codes to CAIMS using Periodic Lot Reporting (PLR) procedures.

b. Material held in TEMP STOW will be stored separately from other stocks and the same ordnance will be returned to the owner at the conclusion of the agreed-to period. The length of the temporary custody, not to exceed 30 days, will be as negotiated by the owner and the storage activity. The owner of the material remains responsible for the determination of the applicability of outstanding NARs.

c. Stockpoints will perform receipt inspection in accordance with reference (g) on all FFT material originating from Ship Offload and destined for further transfer to other activities to ensure it is safe for transportation. These FFT records will be screened against incoming NAR messages to assess impact on transportation suitability.

d. Stockpoints will continuously monitor the status of FFT material to ensure expeditious handling. Activities will maintain documentation to support the reason that material is being held in FFT status longer than 14 working days after the Required Delivery Date (RDD) or after ship offload. Should the consignee no longer require the material being held as FFT or, if the consignee can no longer accept the material, the FFT status will be canceled and material returned to active inventory. Disposition instructions will be requested from NAVAMMOLOGCEN and from MARCORSYSCOM (PMAM) for OT Cog assets.

e. Receiving personnel will provide ammunition sentencing assistance, as requested, to the ship during offload of any material. Material will be receipted to record in the appropriate ownership/purpose code, Condition Code, and lot/serial as recorded on the DD Form 1348-1A within 24 hours (one working day) or, for major offloads, within 72 hours (three working days).

f. Receipt inspection determines that material received is safe for handling or storage and is correctly identified, including assignment to the correct Condition Code. Receipt inspection is performed in accordance with reference (g).

g. Receipt inspection of items received directly from ship offloads will be performed at the earliest opportunity during receipt, which will generally be at the time the ship is offloaded and the ammunition is physically received aboard the receiving activity.

(1) When the offloading ship has requested assistance in sentencing the items to be offloaded, receipt inspection will be conducted concurrent with that assistance to the maximum extent practical.

(2) For Security/Risk Category I and II material, representatives from both the ship and station will verify material as to ownership/identification, Purpose Code, Condition Code, quantity and lot/serial number(s).

NOTE

Containers that are properly sealed with traceable seals do not require opening for quantity and lot/serial number verification provided the container markings and the transfer documents agree.

Both parties will sign and date DD Form 1348-1A turn in document and initial any required changes. No pen and ink changes are authorized on Category I and II documents.

(3) Security/Risk Category I and II material will be receipt inspected at the time of offload and reported within one working day of conveyance arrival. For pier receipts, representatives from both the ship and station will verify ammunition ownership, identification, Purpose Code, Condition Code, quantity and lot/serial number(s). Both parties will sign and date DD 1348-1A turn in document and initial any required changes.

h. Receipt inspection of items received via truck or rail will be performed at the earliest opportunity during receipt, which will generally be at the point where the conveyance will be unloaded, e.g., magazine area, transfer depot, barricade, etc.

i. If receipt inspection is not performed at the time and place of physical receipt, it will be performed prior to placement in storage and within the prescribed time limits for posting the receipt to record. Failure to complete the receipt inspection within this time limitation will require the ammunition to be receipted to record as Condition Code "K," Defect Code "KAAZZZ," indicating the required receipt inspection has not been performed.

j. Activity procedures ensure that shipment discrepancies are identifiable on receipt documentation.

NOTE

For ship/pier receipts where receipt inspection is performed at the time and point of physical receipt and ship's personnel participate, discrepancies on DD Form 1348-1A documents will be corrected on-the-spot, provided that both parties (ship and receiving activity) agree on the changes, and the offloading ship will report the corrected documents to CAIMS which will be reported to Marine Corps Ammunition Accounting and Reporting System II (MAARS II) in the case of OT Cog assets. In all other instances, receipt inspection discrepancies will be reported in accordance with the following:

(1) For ammunition and explosives, a Supply Discrepancy Report (SDR) SF 364 (formerly a Report of Discrepancy (ROD)) in the format provided in reference (c) will be submitted within five working days. Discrepancies detected in the stock number, condition or quantity and attributable to the shipper, will result in the completion of a SDR, and forwarded in accordance with reference (c). Standard Form 364 can be obtained through Navy Supply channels in accordance with NAVSUP P-2002D, Navy Stock List of Publications and Forms NSN 7540-00-159-4442. Discrepancies attributable to the carrier will be reported on Transportation Discrepancy Report (TDR) SF 361. The Standard Form SF 364 with the "Report of Discrepancy" title will continue to be used until revised or replaced. Correction of the form name is not required. The additional or expanded discrepancy, action and disposition/reply codes included in reference (c) may not be preprinted on the SF 364. To avoid confusion, users should include the short form description of any non-preprinted codes in block 12 of the SF 364. Activity procedures ensure that shipment discrepancies are identifiable on receipt documentation. Appropriate adjustment transactions, reporting to stock number, Condition Code and/or quantity as identified on DD Form 1348-1A by the shipping activity, are transmitted

to CAIMS and MAARS II. Unknown materials are segregated until positive identification can be made. If required, a message in OPREP-3 Navy Blue format will be submitted. See reference (h) and (i) for additional information.

(2) DD Form 200 (Financial Liability of Investigation of Property Loss) will be completed in accordance with reference (j) anytime there is a loss, gain or destruction of a sensitive or classified item, when there is a pilferable item adjustment equal to or greater than \$2500, any time a loss is associated with suspicion of theft, fraud or negligence, or whenever there is an unresolved causative research adjustment. The DD Form 200 will additionally be used to summarize causative research results and identify trends/problems in financial and/or supply procedures.

k. The person performing receipt inspection will sign and date the DD Form 1348-1A and enter any exceptions in appropriate blocks. Similarly the receipt inspector signs and dates the DD Form 250 in Block 22 and annotates any exception in Blocks 16 or 17, as applicable.

l. The person responsible for offloading the conveyance, whether at a magazine or at a temporary location, e.g., transfer depot, signs and dates the DD Form 1348-1A and annotate the location in the appropriate block. Stations will ensure continuous visibility of current location for all material.

m. For FFT material destined for ship onload, stockpoints will perform receipt inspection in accordance with reference (g). In addition, FFT material records will be screened against incoming NAR messages to ensure material serviceability. The holding activity will take necessary action to effect any Condition Code changes necessary. In the case of urgent NARS, the holding activity will request disposition from the Designated Disposition Authority (DDA).

n. Segregation of Suspended – Condition Unknown 2E, 2T and 0T ammunition will be performed in accordance with reference (k). Segregation and true condition determination will be completed within 45 days of the receipt of condition unknown material. The priority for ammunition items for segregation is as follows:

(1) Potentially unsafe ammunition, e.g., a NALC/Department of Defense Identification Code (DODIC) that includes lots reclassified by a NAR for reasons of instability or other hazardous conditions.

(2) Potential security risk ammunition, e.g., mixed ammunition that may include items assigned Security Risk Code (SRC) 1, 2, 5, 6, 8, S (Secret) or C (Confidential).

(3) Ammunition that is in high demand and short supply.

(4) Remaining items, on a first-in-first-out basis.

3.3.5. Ammunition Stockpoint Receipt Reporting.

a. Navy activities will post the conveyance number, document number, Cog, National Item Identification Number (NIIN), Condition Code and quantity within twenty-four hours (one working day) of arrival of the conveyance. This data is recorded from the receipt document. This will establish an "incomplete" receipt, which will be continuously monitored until completion.

b. Material will be posted to record and reported within the following time limits:

(1) Material received via truck, MILVAN, barge (if not from anchorage) or rail car, from off station sources, will be posted to record and reported upon offload of the conveyance but no more than 72 hours (three working days) after the arrival of the conveyance on station. For Risk Category I or II material, the receipt will always be posted within 24 hours (one working day) of arrival.

(2) Material received via ships at the pier or anchorage will be posted to record and reported within 24 hours (one working day) of offload. Receipts as a result of a major download, i.e., cargo ship offloads, will be recorded and reported within 72 hours (three working days).

(3) All shipments of material by truck, rail car or MILVAN will be posted to record and reported within 24 hours (one working day) of the conveyance leaving the station. Issues of material to ships at the pier or anchorage will be recorded and reported within 24 hours (one working day) of transfer to ship custody.

(4) All other actions affecting the status of ammunition resulting from production, segregation or inspection will be recorded and reported within 24 hours (one working day) of process completion. Condition Code changes resulting from a NAR identified in reference (I) or recent NAR message will be posted to record and reported within 24 hours (one working day) of receipt of the NAR.

c. The document number used to record and report the receipt will be that listed on the DD Form 1348-1A. The contract number on the DD Form 250 is used to record and report receipt of material from contractors. Material received on U. S. Army contracts will use the MIPR number in lieu of the contract number. The MIPR number will generally be identified in Block 14 on the DD Form 250.

d. Stockpoints report container identification when the containers are associated with All-Up-Rounds (AURs) that are reported by serial number. Activities reporting ammunition designated as serial or lot number controlled submit the specific lot/serial data simultaneously with the reportable transaction.

e. NSN, quantity (QTY), Condition Code and lot/serial number will be posted to record and reported exactly as on the receipted documentation except as follows:

(1) If the lot/serial number is not known, the item lot/serial will be picked up as "UNKNOWN" and placed in material Condition Code "J" (suspended) until the correct lot/serial number is determined, OT Cog assets will be placed in Condition Code "K". The lot/serial number may be changed from "UNKNOWN" to "NONE" when it is determined that there is no lot/serial number. Attachment (2-28) provides procedures for the development of pseudo serial numbers and/or lot numbers.

NOTE

For Stinger, call (888-251-0071) or write NAVAMMOLOGCEN Mechanicsburg PA, for assistance in identifying the serial numbers. For all "OT" Cog material call (703) 784-9493 or write MARCORSYSCOM (PMAM) for assistance.

(2) If receipt inspection discrepancies have been identified, appropriate adjustments, as identified in this section will be reported and posted to record.

f. Ammunition items which have been assigned a Material Classification Code (MCC) of B, C, or E will have transactions reported that include the Serial, Lot and/or Serial/Lot numbers respectively. All stockpoints will report lot numbers and any applicable Defect Code for ammunition with MCC "K" on a monthly basis. ROLMS activities will additionally report Defect Code on items with an MCC of "K", "B", "C" or "E" through Periodic Lot Reporting (PLR). All actions reported prior to the 15th will be processed on the 15th of each month. The report will show quantity by Lot Number for each individual NIIN, ACC, and Condition Code.

g. Ownership Code and Purpose Code will be posted to record and reported exactly as on the receipted documentation. The following may be exceptions:

(1) Components received from commercial procurement or new production which are awaiting assembly (including assembly under the Depot Acceptance Program (DAP)) or for Lot Acceptance Test (LAT) is processed in the proper Condition Code under Purpose Code "V". Material received aboard a station which is designated as First Article Test (FAT) or Lot Acceptance Test (LAT) samples, will be posted to the station records in Ownership "3" if the material does not have a separate item number on the DD 250. If FAT or LAT samples have a separate item number on the DD 250, material will be posted to the station records in appropriate reportable Purpose Code(s). Upon completion of test, serviceable residual assets will be posted to the station records as material into inventory stock in Purpose Code "A".

(2) Material received for quality evaluation testing is posted in Purpose Code "W".

(3) Material received to support Foreign Military Sales (FMS) is recorded in Ownership Code "8".

(4) Ammunition, .50 caliber and below, 40MM saluting and pyrotechnics received for (or from) the U. S. Coast Guard is posted in Ownership/Purpose Code "7" and/or Activity Classification Code "Z."

(5) Material received by a station which is to be held for research and development, commercial storage, or any other temporary storage requirement and which is not Navy, Marine Corps, Coast Guard or Foreign Military Sales (FMS) assets is posted to the station records in Ownership Code "3". Ammunition Transactions are not submitted for this material.

(6) Material received FFT to another ship or shore activity is recorded in Ownership Code "3". Fleet ATR reporters will record and report in accordance with Chapter 2, Section 3 of this publication.

(7) Stockpoints receiving expendable ordnance FFT to another station or unit will maintain local record control. LANTORDCOM Activities and Naval Weapons Stations will

record FFT material in Ownership Code "3". Fleet activities will account for FFT material on station master records and report receipt and subsequent issue.

(8) Material received in support of Special Warfare Command (SPECWARCOM) units are recorded in Purpose/Activity Classification Code "Q". See Attachment (2-13).

(9) Material received and reported in support of SPECWARCOM units by Single Manager (SM) Army (B14) are recorded as Ownership Code "9". CAIMS converts to Purpose Code "Q". See Attachment (2-14).

(10) All Navy owned material not defined above will be listed on the station accountable records as Purpose Code "A" and is reported to NAVAMMOLOGCEN.

(11) OT Cog material is reported in Purpose Code "A" Ownership Code "4".

(12) Demil material received FFT to another ship or shore activity shall be reported in accordance with Chapter 5, Section 6 of this publication.

h. When receiving ammunition details as a result of a ship onload, the receipt is posted as a D6L.

i. Activities submitting ATRs will assign applicable ACC as listed in Chapter 2, Section 3 of this publication.

3.3.6. Storage Facilities and Stored Ammunition Inspection Procedures.

Ammunition in Navy storage facilities and ammunition in storage is inspected in accordance with the procedures cited in references (b), (g) and (i). Storage inspection will verify that ammunition is safe and is not adversely affected by environmental conditions, handling, or ineffective inventory control. Storage inspections of each ammunition storage area will be performed annually or more frequently if activity history indicates that adverse storage conditions exist and in accordance with the instructions contained in reference (m).

SECTION 4: AMMUNITION STOCK RECORDING PROCEDURES

Ref: (a) NAVSEA SW020-AC-SAF-010
(b) NAVSUP P-803 (Formerly NAVSEA TW010-AA-ORD-010)

Attachments: (3-1) Ammunition Master Stock Record Card
(3-2) Ammunition Serial/Location Card
(3-3) Ammunition Lot/Location Card

3.4.1. Introduction.

This section provides guidance in the use of uniform manual ammunition stock recording procedures for non-mechanized activities. Excluded are all Transaction Item Reporting (TIR) stockpoints and Ammunition Transaction Reporting (ATR) activities with Retail Ordnance Logistics Management System (ROLMS). The development and deployment of ROLMS permits the automated reporting and local inventory control of Navy-owned assets. Due to budgetary limitations and cost effectiveness considerations many Navy, Marine Corps and other Service activities do not have an automated reporting and inventory management capability. The lack of this capability does not relieve ammunition custodians of the requirement cited herein to assure accurate and timely ammunition accountability. Activities not equipped with an automated capability are required to maintain a complete history of all ammunition transactions and to maintain manual stock record cards. Stock records can be maintained utilizing Ammunition Master Stock Record Cards (NAVSUP Form 1296), Ammunition Lot/Location Cards (NAVSUP Form 1297), and Ammunition Serial/Location Cards (NAVSUP Form 1356). Types of postings include, issues, receipts, (including gains by inventory), expenditures, (including losses by inventory), transfers of items from one condition to another, reclassification actions and requisitions. In addition, the use of ammunition stock recording cards provides ammunition storage and handling activities with a tool for retail stock control and asset visibility.

3.4.2. Ammunition Stock Recording.

An Ammunition Master Stock Record Card/Automated Data Processing Form and either a Lot/Location or a Serial/Location supplemental card should be maintained for every Naval Ammunition Logistics Code (NALC) carried in stock. Lot/Location or Serial/Location supplemental cards should be placed with the appropriate Master Stock Record Card. Another supplemental Master Stock Record Card by National Item Identification Number (NIIN) will be used if a second NIIN is received. Ships carrying cargo or mission loads, in addition to shipfill, will maintain separate stock record files for each category of ammunition. All entries should be posted promptly and in ballpoint pen. When transferring to a new stock record card, the existing stock record card will be retained for audit purposes. Information concerning stock record card retention is provided in paragraph 3.4.6.

3.4.3. Ammunition Master Stock Record Card Preparation.

The Ammunition Master Stock Record Card, NAVSUP Form 1296 (8-87) (yellow) should be used to record all pertinent data for each NALC or NIIN carried. Files will be maintained for each NALC carried. The master card should be used to maintain balances by NIIN and Condition code. See Attachment (3-1) for a sample NAVSUP Form 1296. An explanation of the NAVSUP Form 1296 blocks follows:

Block 1 – Entry Date. Enter the five digit Julian date on which the transaction occurs. The Julian date consists of two elements: The last two digits of the calendar year and the numeric consecutive day of the year, e.g., 99182 represents 1 July 1999.

Block 2 – Document Number. Enter the following information from the receipt document, issue document, or outstanding requisition document as applicable:

2a – Activity. Enter the Service Code and Unit Identification Code (UIC).

2b – Date. Enter the Julian date.

2c – Serial. Enter the Serial Number.

Block 3 - Transactions. Enter the Type of Transaction (receipt, issue, expenditure)

Block 3a – Type. Enter the appropriate code as shown below:

C – Receipts and Gains by inventory of material, with the exception of FFT material.

D – Issues of material which result in a decrease of a reporting unit's assets but retains the material in Navy stock with the one exception of issues to disposal.

E – Expenditures of material in support of combat operations or against a hostile target, including ammunition jettisoned in order to land during a combat mission.

F* - Expenditure of material for training, including combat readiness assessment exercises, operational readiness inspections and fire power demonstration.

G* - Expenditure of material for test and evaluation purposes.

H* - Expenditures of material for non-combat operational purposes such as:

1. Execution of the assigned activity mission (i.e., search and rescue or contact evaluation).

2. Humanitarian or lifesaving missions.

3. Firings for which no training allocation is established (i.e., test primers, types of pyrotechnics and markers).

I – Expenditure due to actual disposal of material by reporting unit or (R shipment to a non-reporting activity for disposal; (e.g., destruction, deep water dump or ammunition jettisoned during a non-combat operational mission). This transaction code will be used when a Disposal Release Order (DRO) (Document Identifier ASJ, BGJ or BGD) is not required from the IM to perform disposal action.

J – Expenditure of material due to loss by inventory.

K – Expenditure of material due to transfer out of Navy reporting system (e.g., transfer to Air Force or Foreign Governments).

P – Receipts of FFT material.

R* – Expenditure of material for Fleet directed exercises.

X – Changes in condition of material onboard.

Block 3b – Quantity. Enter the quantity for the type of transaction indicated in Block 3a.

*This expenditure requires a decrease in the unexpended training allocation column if charged against the main allocation. If charging another unit other than the main allocation, put that unit's UIC in the block.

Block 4 – On-Hand Balances. Enter the on-hand balances for each condition onboard. C/C "A" material will be in block 4a. Blocks 4b and 4c will be filled in with condition codes as appropriate when needed. A second card (NAVSUP Form 1296) will be prepared when three conditions are exceeded.

Block 5 – Ammunition Transaction Report (ATR) Serial Number. Enter the three-digit transaction report number.

Block 6 – Quantity Due-In. Enter the quantity on order but not yet received. Document this quantity when requisition quantity or substitute item is received.

Block 7 - Unexpended Training Allocation. COMPLETE IF THIS CARD IS SECURED IN A CLASSIFIED AREA. OTHERWISE, DO NOT COMPLETE. On the first NALC-NIIN card, enter the number of rounds of the NALC available for your main allocation for training during the remainder of the fiscal year. Subtract training expenditures of all NIIN cards associated with the NALC for any expenditure of codes F, G, H or R, which use your main allocation. When charging another allocation, put the UIC of the activity to be charged in this column.

Block 8 – Packaging/Remarks. Enter the pertinent remarks such as packaging information (e.g., 200 rounds/case, 50 rounds/box).

Block 9 – Allowance. TO BE COMPLETED ONLY IF THIS CARD IS SECURED IN A CLASSIFIED AREA. OTHERWISE, DO NOT COMPLETE THIS BLOCK. Enter the Shipfill, Mission, Load, or Cargo Load Allowance as listed in the official allowance list. Note: A separate stock record card will be maintained for each allowance category.

Block 10 – 90% of Shipfill Allowance. TO BE COMPLETED ONLY IF THIS CARD IS SECURED IN A CLASSIFIED AREA. OTHERWISE, DO NOT COMPLETE THIS BLOCK. Enter 90% of the applicable Shipfill Allowance. This is for shipfill allowance only.

Block 11* - Annual Training Allocation. TO BE COMPLETED ONLY IF THIS CARD IS SECURED IN A CLASSIFIED AREA. OTHERWISE, DO NOT COMPLETE THIS BLOCK. Enter the annual training allowance in accordance with appropriate instruction.

Block 12 – Logistics Code. Enter the DODIC/NALC.

Block 13 – Cog. Enter the cognizance symbol.

Block 14 – NIIN/Nomenclature. Enter the nomenclature and other information as desired, such as Federal Supply Class (FSC) or NSN.

Block 15 – Material Control Code (MCC). Enter the MCC if a SLIT Reportable Item (B, C, E or K).

Block 16 – Activity Classification Code (ACC). Enter the ACC. For example, activity class DELTA for Cargo Load Ammunition.

Block 17 – Department of Transportation (DoT) Hazard Class. Enter DoT Hazard Class as shown in reference (a)

Block 18 – NEW. Enter Net Explosive Weight (NEW) as shown in reference (b).

Block 19 – Stowage Location. For NALC Master Cards enter “NALC MASTER”. For NIIN Master Cards enter “NIIN MASTER”.

Block 20 – Coast Guard Hazard Class. Enter the Coast Guard Hazard Class.

3.4.4. Ammunition Serial/Location Card Preparation.

The Ammunition Serial/Location Card, NAVSUP Form 1356 (8-85) (blue) will be used for all items for which serial number control is required. See Attachment (3-2) for a Sample Ammunition Serial/Location Card.

a. Items requiring serial control are listed in reference (b) as follows:

Material Control Code (MCC)

- C Serial Number Controlled
- E Serial and Lot Number Controlled

Items with the above MCCs will be recorded on the Ammunition Serial/Location Card. These cards will be filed by NSN with the corresponding Ammunition Master Stock Record Card. One Ammunition Serial/Location Card will be maintained for each torpedo, assembled Air Launched Missile (ALM) (as well as selected components), Surface Missile Systems (SMS), and selected components, which require serialized tracking. The serial number of an assembled ALM or SMS is determined by the serial number of the leading serialized component and will be reported regardless of the missile configuration. The leading serialized components for these items can be found in Chapter 2, Section 5.

b. An explanation of the NAVSUP Form 1356 follows:

Block 1. Registry/Serial Number. Record all torpedo registry numbers or missile serial numbers for the NIIN indicated.

Block 2. Maintenance Due Date (MDD). Record the Maintenance Due Date by year and month.

Block 3. Condition Code. Enter the Condition Code for the serial numbered item at time of receipt.

Block 4. Receipt. Enter activity (name, hull number, or UIC) from whom the material was received and the Julian date on which material was received.

Block 5. Issue/Transfer. Enter activity (name, hull number, or UIC) to whom the material was transferred and the Julian date on which material was issued/transferred.

Block 6. Transactions. Enter the type of Transaction receipt, issue, expenditure, etc.

Block 6a. Type. Enter the appropriate type code as shown below:

- C - Receipts and Gains by inventory of material, with the exception of receipt FFT material.
- D - Issues of material which result in a decrease of a reporting unit's assets but retain the material in Navy stock with the one exception of issues to disposal.
- E - Expenditure of material in support of combat operations or against a hostile target, including ammunition jettisoned in order to land during a combat mission.
- F - Expenditure of material for training, including combat readiness assessment exercises, operational readiness inspections and fire power demonstration.
- G - Expenditure of material for test and evaluation purposes.
- H - Expenditures of material for non-combat operational purposes such as:
 1. Execution of the assigned activity mission (i.e., search and rescue or contact evaluation).
 2. Humanitarian or lifesaving missions.
 3. Firings for which no training allocation is established (i.e., test primers, types of pyrotechnics and markers).
- I - Expenditure due to actual disposal of material (e.g., destruction, deep water dump. This column should only be used to report actual disposal of material. It should not be used to report the transfer of material to another activity for disposal. The latter should be reported as an issue).
- J - Expenditure of material due to loss by inventory.
- K - Expenditure of material due to transfer out of Navy Reporting System (e.g., transfer to Air Force or foreign governments).

Block 6b - Date. Enter the date expended for the type of expenditure indicated in Block 6a.

Block 7 - Other Actions. Use this column to indicate a change in condition code or record entries such as RECLAS (Reclassification) and XFER (to emphasize item has been transferred).

Block 8 - Packaging – Remarks. Enter packing of material and any remarks as appropriate for the item.

Block 9 - NEW. Enter the Net Explosive Weight of the item.

Block 10 - Logistic Code. Enter the NALC of the item.

Block 11 - NIIN-Nomenclature. Enter the NIIN and nomenclature of the item.

Block 12 - Stowage Location. Enter the location where the material is stowed.

Block 13 - Coast Guard Hazard Class. Enter the Coast Guard Hazard Class of the material.

3.4.5. Ammunition Lot/Location Cards Preparation.

The Ammunition Lot/Location Card, NAVSUP Form 1297 (7-85) (green) will be used for all items which are not serial or lot-and-serial reportable. See Attachment (3-3) for a sample Ammunition Lot/Location Card. An explanation of the NAVSUP Form 1297 blocks follows:

Block 1 – Entry Date. Enter the five-digit Julian date on which the transaction occurs. The Julian date consists of two elements: The last two digits of the calendar year and the numeric consecutive day of the year, e.g., 99182 represents 1 July 1999.

Block 2 - Document Number. Enter the following information from the receipt document, issue document, or outstanding requisition document as applicable.

Block 2a - Enter the Service Code and UIC.

Block 2b - Enter the Julian date.

Block 2c - Serial. Enter the serial number.

Block 3 - Transactions. Enter the Type of Transaction (receipt, issue, expenditure).

Block 3a - Type. Enter the appropriate type code as shown below:

C - Receipts and Gains by inventory of material, with the exception of receipt FFT material.

D - Issues of material which result in a decrease of a reporting unit's assets but retains the material in Navy stock with the one exception of issues to disposal.

E - Expenditures of material in support of combat operations or against a hostile target, including ammunition jettisoned in order to land during a combat mission.

F - Expenditure of material for training, including combat readiness assessment exercises, operational readiness inspections and fire power demonstration.

G - Expenditure of material for test and evaluation purposes.

H - Expenditures of material for non-combat operational purposes such as:

1. Execution of the assigned activity mission (i.e., search and rescue or contact evaluation).
2. Humanitarian or lifesaving missions.
3. Firings for which no training allocation is established (i.e., test primers, types of pyrotechnics and markers, offensive hand grenades, saluting charges).

I - Expenditure due to actual disposal of material by reporting unit or (R shipment to a non-reporting activity for-disposal; (e.g., destruction, deep water dump or ammunition jettisoned during a non-combat operational mission). This transaction code will be used when a Disposal Release Order (DRO) (Document Identifier ASJ, BGJ or BGD) is not required from the IM to perform disposal action.

J - Expenditure of material due to loss by inventory.

K - Expenditure of material due to transfer out of Navy Reporting System (e.g., transfer to Air Force or foreign governments).

P - Receipts of FFT material.

R - Expenditure of material for Fleet directed exercises. (This expenditure requires a decrease in the unexpended training allocation column if charged against the main allocation. If charging another unit other than the main allocation, put that unit's UIC in the block).

X - Changes in condition of material onboard.

Block 3b - Quantity. - Enter the quantity for the type of transaction indicated in block 3.

Block 4 - On Hand Balances. - Enter the on hand balances for each condition on board. All condition material will be in block 4a. Blocks 4b, 4c and 4d will be filled in with condition codes as appropriate when needed. A second card (Form 1297) will be prepared when four conditions are exceeded.

Block 5 - Consignor/Consignee. Enter the name of the shore activity or operating unit to which the issue was made or from which the item component was received.

Block 6 - Remarks. - Use to record applicable NARs or other pertinent information.

Block 7 - Packaging/Remarks. - Enter any amplifying remarks such as packaging or NAR serial number and message date-time-group.

Block 8 - NEW. - Enter net explosive weight of item.

Block 9 - Logistics Code. - Enter NALC of item.

Block 10 - NIIN/Nomenclature. - Enter NIIN and nomenclature of item.

Block 11 - Lot Number. - Enter Lot Number of item.

Block 12 - Stowage Location. - Enter location where item is stored.

Block 13 - C. G. Hazard Class. - Enter Coast Guard Hazard Class for item.

3.4.6. Ammunition Stock Record Card Retention.

Ammunition stock record cards should be retained to provide information should an audit be required. Every effort should be taken to keep records from becoming damaged by fire, lost or destroyed. Guidelines for retention are as follows:

Ammunition Master Stock Record Card (NAVSUP Form 1296)	One year from date of last entry on Card or one year from date item is no longer carried in stock.
Ammunition Lot/Location Card (NAVSUP Form 1297)	One year after item is superseded or no longer carried in stock.
Ammunition Serial/Location Card (NAVSUP Form 1356)	One year after item is superseded or no longer carried in stock.

3.4.7. Ammunition Stock Recording Cards Ordering Procedures.

Ammunition stock recording cards can be obtained from: (1) Navy Inventory Control Point-Philadelphia (NFZ) DSN 442-2626 through the supply system utilizing a Military Standard Transportation Reporting and Accounting Procedures (MILSTRAP) requisition, or (2) through the internet at <http://www.nll.navsup.navy.mil> via the P2002D shopping cart option, or (3) the Defense Automated Printing Service. Stock numbers for forms are as follows:

0108-LF-501-2961-Ammunition Master Stock Record Card, NAVSUP Form 1296.
Previous version, 0108-LF-501-2966-Ammunition Master Stock Record Automated Data
Processing Card, NAVSUP Form 1296M/1C.

0108-LF-501-2971-Ammunition Lot/Location Card, NAVSUP Form 1297.

0108-LF-501-3561-Ammunition Serial/Location Card, NAVSUP Form 1356.

SAMPLE AMMUNITION MASTER STOCK RECORD CARD

NAVSUP Form 1296

S/N 0108-LF-501-2961

[illegible]

***COMPLETE ONLY IF THIS CARD WILL BE SECURED IN A CLASSIFIED AREA. OTHERWISE, DO NOT COMPLETE.**

SAMPLE AMMUNITION SERIAL/LOCATION CARD

NAVSUP Form 1356

S/N 0108-LF-501-3561

[illegible]

SAMPLE AMMUNITION LOT/LOCATION CARD

NAVSUP Form 1297

S/N 0108-LF-501-2971

ENTRY DATE (1)	DOCUMENT NUMBER (2)			TRANSACTIONS (3)		ON-HAND BALANCES (4)			CONSIGNOR CONSIGNEE (5)	REMARKS (6)
	ACTIVITY 2a	DATE 2b	SERIAL 2c	TYPE 3a	QUANTITY 3b	COND. "A" 4a	COND. 4b	COND. 4c		
PACKAGING-REMARKS (7)									NEW (8)	
LOGISTICS CODE (9)		NIIN/NOMENCLATURE (10)			LOT. NO. (11)		STORAGE LOCATION (12)		C.G. HAZARD CLASS (13)	

SECTION 5: AMMUNITION STORAGE FACILITY CAPACITY REPORTING PROCEDURES

Ref: (a) OPNAVINST 8010.12/MCO 8010.12 Series

(b) NAVSEA OP 5 Volume I

(c) NAVFAC Publication P-72

(d) NAVSEAINST 8024.2

Attachments: (3-4) Schedule for Submission of Updated Space Utilization and Explosive/Inert Ammunition

(3-5) Instructions for Updating/Submitting Space Utilization and Storage of Explosive/Inert Ammunition Report

(3-6) Instructions for Updating/Submitting Hazard Class Capacity Report

3.5.1. Introduction.

Reference (a) describes the need for positioning plan development for the strategic placement of ammunition in support of Fleet Commander-in-Chief (FLTCINC) requirements. Disclosure of available storage capacity for these stockpoints is therefore necessary to assure space is available for Fleet stated positioning requirements. NAVAMMOLOGCEN maintains the Department of Navy (DON) Space Utilization and Storage Report database to reflect assignment and use of ammunition storage facilities for all Navy activities. The policies and procedures provided in this section apply to all DON shore activities, as well as Marine Corps Air Stations and Host Nation facilities that have explosive and/or inert ammunition storage functions. The provisions of reference (b) apply to all DON ordnance receipt, storage and issue activities.

3.5.2. Ammunition Storage Reporting.

NAVAMMOLOGCEN collects space utilization and storage capacity data for Navy and Marine Corps activities responsible for ammunition storage. Those storage sites required to provide a quarterly report, along with dates required, are listed in Attachment (3-4). All other activities will report annually as follows: Report Date as of 31 December Annually, Report Due 15 January Annually. All reports are to be forwarded to: Commanding Officer, Naval Ammunition Logistics Center (Code 4317), P. O. Box 2011, Mechanicsburg, PA 17055-0788.

3.5.3. Space Utilization and Storage of Explosive/Inert Ammunition Reporting Procedures.

a. NAVAMMOLOGCEN forwards applicable Space Utilization and Storage of Explosive/Inert Ammunition records, containing the data for the respective storage site, fifteen (15) days before the due date cited in Attachment (3-4).

b. Ammunition storage activities will utilize guidelines provided in Attachment (3-5) for the review and update of the current report. Ammunition storage activities will return the report to NAVAMMOLOGCEN with noted changes within thirty days of receipt. Negative reports are required.

3.5.4. Magazine Hazard Class Capacity Reporting Procedures.

a. NAVAMMOLOGCEN forwards applicable Magazine Hazard Class Capacity records, containing data for the respective storage sites, fifteen days prior to the respective due date.

b. Ammunition storage activities will utilize guidelines provided in Attachment (3-6) for the review and update of the current report.

c. Ammunition storage activities will return the report to the NAVAMMOLOGCEN with noted changes within thirty days of receipt. Negative reports are required.

3.5.5. Ammunition Storage Facilities Utilization Summary Report.

NAVAMMOLOGCEN publishes an Ammunition Storage Facilities Utilization Summary that consolidates ammunition storage activity space utilization data and storage of explosive/inert ammunition data input. It is provided to the Naval Ordnance Safety and Security Activity (NOSSA) and other concerned activities on a quarterly basis.

QUARTERLY REPORTERS/REQUIREMENT DATES

Report as of: 31 March, 30 June, 30 September and 31 December
 Due date: 15 April, 15 July, 15 October and 15 January respectively

CONUS ACTIVITIES

OCONUS ACTIVITIES

LANT CONUS ACTIVITIES

LANT OCONUS ACTIVITIES

LANTORDCOM Yorktown
 LANTORDCOM Det. Earle
 LANTORDCOM Det. Charleston

NAVSTA Guantanamo Bay
 NAVSTA Roosevelt Roads
 NAVSTA Rota

PAC CONUS ACTIVITIES

PAC OCONUS ACTIVITIES

NWS Det. Fallbrook
 NAVMAG Indian Island
 NWS Det. Concord
 NWS Seal Beach
 NUSWCD Keyport

NAVACT Guam
 NAVMAG Pearl Harbor
 COMFLTACTS Okinawa
 COMFLTACTS Sasebo
 COMFLEACT Yokosuka

**INSTRUCTIONS FOR UPDATING/SUBMITTING SPACE UTILIZATION AND
STORAGE OF EXPLOSIVE/INERT AMMUNITION REPORT**

1. Introduction. All explosives magazines, inert ammunition storehouses and open ammunition storage areas including Naval Facilities Command (NAVFAC) category codes 421, 423, 424 or 425 will receive this report from NAVAMMOLOGCEN no later than 15 days prior to the due date.
 2. Activities will update legibly in ink by circling the data to be updated and inserting the new data. In sections A through G, only columns 1 through 10 are to be updated. Do not update columns 11, 12, 13 or the totals for each section (these columns are calculated and updated with new data from columns 1 through 10).
 3. Forward updated report to Commanding Officer, Naval Ammunition Logistics Center, P.O. Box 2011, Mechanicsburg, Pennsylvania, 17055-0788, to arrive by the scheduled date.
 4. Explosive Magazines to be reported by Original Designated Use. Explosive magazines are to be reported in that section of the report that indicates the original design of the magazine. Reference (c) presents tables of standard magazines and inert storehouses along with their nominal dimensions and normal use or original design. Magazines will not be rotated between various sections of the computer printout (i.e., current contents do not define original design). All explosive magazines/inert storehouses, or portions of, used by another department (Supply, Public Works, etc.) and tenants will be reported in the applicable Section A through G of the computer printout. A notation must be made in the remarks section (Section M) showing the type of material stored and the owning department or organizations.
 5. Small arms munitions stored in Box or Missile Type Magazines will be explained in Section M of the report. Report the magazine number and the square feet used of small arms stored in that magazine.
- Report Format and Elements Required. The Space Utilization and Storage of Explosive/Inert ammunition report provides information in the following format:
- a. Column 1. Line item numbers are used to reference the bulk of ammunition type stored in that magazine (see Tables 3.5.1 and 3.5.2).
 - b. Column 2. Indicates magazine numbers per references (b) and (c) and includes magazine group, magazine type designator and NAVFAC number and/or sequence number.
 - c. Column 3. Description of the ammunition material stored. Tables 3.5.1 and 3.5.2 provide a list of descriptions of items in store and an associated line item number used in Column 1 above.
 - d. Column 4. The number shown is always "1".
 - e. Column 5. The nominal inside dimensions of the magazine.

Attachment (3-6)

- f. Column 6. The total gross short tons of material stored.
- g. Column 7. The gross short tons of material stored awaiting disposal/demilitarization in the Ammunition, Explosives and other Dangerous Articles (AEDA) account, N68259 or both.
- h. Column 8. Shows percentage of floor space used from activity space control grids. An asterisk (*) indicates the percentage of unused floor space that is unavailable due to the explosive capacity being met or exceeded by the material stored.
- i. Column 9. Shows the explosive capacity (of the most restrictive hazard class and division) in hundreds of pounds for the material stored (i.e., 50,000 pound capacity equals 500).
- * NOTE: Column 9, must be the same explosive capacity as reported in the Magazine Hazard Class Capacity Report.
- j. Column 10. The hazard class and division (of the most restrictive hazard class and division items stored) represented by Column 9 capacity.
- k. Column 11. The number of equivalent magazines available. This number is calculated by the computer from the data in Columns 4, 5, and 8.
- l. Column 12. The empty magazine space available expressed in gross square feet calculated by the computer.
- m. Column 13. The empty magazine space available expressed in weight (tons) calculated by the computer.
- n. The data given in Columns 1 through 10 is collected in sections A through G to show storage use by type of magazine or storage facility. Further details for each of these magazine types are described in reference (b). The following gives the short title of these magazines by section:
- Section A – Smokeless Powder/Projectile Type Magazines
 - Section B – High Explosive Type Magazines
 - Section C – Fuze and Detonator Magazines
 - Section D – Black Powder Magazines
 - Section E – Warhead Magazines
 - Section F – Tunnels, Galleries, Caverns
 - Section G – Inert Storehouses
- o. Section H – Open Storage Areas. The total gross square feet capacity, the total gross square feet available and the total short tons of material stored.
- p. Provisions are made for grouping the data to show the distribution of storage use with other desired categories in sections I through L.
- (1) Section I – Special Projects Storage. This section gives current essential information on actual quantities and sizes of magazines used to support special projects.

(2) Section J – Explosive Stored for Other Services. Record the type of ammunition stored for other services and Non-DoD agencies. (i.e. conventional ammunition, guided missiles, chemical, training, etc.) Shown are the items stored, the gross square feet occupied, estimated short tons, the service or agency owning the ammunition and common agreement or Inter-activity Standard Support Agreement (ISSA).

(3) Section K – Nuclear. The total number of magazines used and the total square feet involved.

(4) Section L – Obligated Magazines. Record the total number of explosive magazines/inert storehouses or portion of, that are obligated for projected storage needs of explosive or inert material in the next 12 months.

Example: Section A – 4 magazines
Section B – 7.25 magazines
Section C – 2 inert magazines

q. Section M – Remarks. This section shows the following information:

(1) The re-designation of ammunition supply facilities to other uses, by section, line and amount of storage involved with authority granting such action,

(2) The addition or deletion of storage space by section and authority granting such action,

(3) Out-granted storage space by section, item, square feet occupied and the user,

(4) The number of square feet occupied by ammunition supply materials pending disposal/demilitarization by section, item and line,

(5) All space occupied as the result of a safety waiver/exemption,

(6) Qualitative data not portrayed in section A through G,

(7) Report space used for all small arms munitions stored in missile or box magazines, as events require.

6. The activity's point of contact and telephone/extension that prepared the report will be listed in the "TEL EXT" block at the top right of the report.

TABLE 3.5.1
Line numbers for specific categories of ammunition

Line Item	Description	Line Item	Description
1	20-25-30-40-60-75-81MM	27	Mines U/W
2	3", 5" Semi-Fixed Ammo Navy	28	Miscellaneous Explosives
3	Blasting Caps	29	Misc. Inert Ammunition
4	Bulk Powder	30	Missile and Torpedo W/H
5	Bombs, H.E.	31	Projectiles Army/MC
6	Bombs, Fins, Containers	32	Projectiles, Navy
7	Bulk H.E.	33	Propelling Charges, Army/MC
8	CADS/PADS/AEPS	34	Propelling Charges, Navy
9	Charges, Army/MC	35	Pyrotechnics/Chemical Munitions
10	Demolition Material	36	RFI Missiles
11	Depot Operations	37	NRFI Missiles
12	Depth Charges	38	Riot Control Agent
13	Dispenser and Bomb A/C	39	Rocket Motors
14	Empty Shipping Containers	40	Rocket Warheads
15	Fixed/Semi-Fixed Army/MC	41	Rockets, H.E. Type
16	Fragmentation Grenades	42	Small Arms Ammunition
17	Fuze, Detonators	43	Smoke Drums
18	G.M. Boosters/Sustainers	44	Sonobuoys
19	General Ordnance Equipment	45	Target/Dummy Ammunition
20	Inert Ammunition Components	46	Torpedoes
21	JATO	47	Unserviceable Ammunition
22	Land Mines, Army/MC	48	Unsuitable Ammunition
23	Mine Batteries	49	Warheads
24	Mine Cases, Anchors, Etc.	50	Rocket Motors, Liquid
25	Special Weapons	51	SUS
26	Mine Components	52	8" Projectile

53 through 93 (To Be Determined)

TABLE 3.5.2
Line items numbers for reserved magazines

COLUMN 1	DESCRIPTION	SECTION
94	TRANSSHIPMENT BLDG.	A THRU G
95	AIR FORCE MATERIAL	A THRU G
96	ARMY MATERIAL	A THROUGH G
97	UNUSABLE FACILITY	A THRU G
98	OUTGRANTED	A THRU G
99	EMPTY	A THRU G

All data entered for these 'reserved' line items should be data that corresponds to the specified ammunition types cited above. A new line item number (excluding those listed above) may be requested by the activity to be assigned by NALC. Numbers are not to exceed 99 and new numbers assigned must then be used for that item in all future transactions.

INSTRUCTIONS FOR UPDATING/SUBMITTING MAGAZINE HAZARD CLASS CAPACITY REPORT

1. Introduction. The impact of safety constraints on ammunition storage is great on most ammunition storage activities, however, until now, no quantitative method has been developed that would gauge these constraints versus requirements/assets to store ammunition. To support this methodology, a data base which not only gives the square feet capability, but the ability to store each hazard class and division by magazines is required. A complete report will be sent to each reporting storage activity for review/update annually or quarterly in accordance with the schedules cited in paragraph 3.5.2 and Attachment (3-4). Changes, additions and deletions will be made by updating the printout and forwarded to Commanding Officer, NAVAMMOLOGCEN (Code 4317), P.O. Box 2011, Mechanicsburg, Pennsylvania, 17055-0788, to arrive by the scheduled due date. A negative report will be submitted.

2. Magazine Hazard Class Capacity Report (MHCCR) Format and Elements Required. Explosive and inert magazines reported indicates the original design of the magazine. Reference (b) presents tables of standard magazines and inert storehouses along with their nominal dimensions and normal use of original design. Magazines designation will not be changed without prior approval of NAVAMMOLOGCEN.

a. Column 1 – UIC – Enter your Unit Identification Code.

b. Column 2 – Magazine designator elements as follows:

(1) GR - Enter magazine group number, if applicable. This number signifies the magazine group in which the magazine is located.

(2) TYPE - Enter designator as per type of magazine.

(3) NFAC – Enter NAVFAC building number following references (b) and (c), and as shown on activity Real Property record cards.

(4) S – When the magazine dimensions in Column 4 (Para 2.d below) are that of a compartment, bay or single arch, enter the letter assigned to the compartment, bay or arch, if applicable.

c. Column 3 – Magazine Type* - Enter the type as follows:

High Explosive
Smokeless Powder and Projectile
Fuze and Detonator
Inert
Missile
Reserved (obligated for use, other than Load Plan)
Black Powder
Warhead

*Standard navy size for magazine types are contained in references (b) and (d).

Attachment (3-6)

d. Column 4 – Magazine Dimensions. Enter all dimensions in whole feet. Do not use inches or decimal points (inside dimensions).

- L - Enter magazine length
- W - Enter magazine width
- H - Enter magazine height

e. Column 5 – Access. Enter access code as follows:

- R - Rail access only
- T - Truck access only
- B - Both truck and rail access

f. Column 6 - Enter the Security Risk Category Code of 1,2,3, or 4 for which the magazine will be designated. A blank will assume storage of non-sensitive material as defined in DoD 5100.76-M and NAVSUP P-803 (Formerly TW010-AA-ORD-010).

g. Columns 7 through 13. Enter magazine explosive capacities (unwaivered) by hazard class in hundreds of pounds. The maximum explosive weight allowable in each magazine, is computed using Tables 7-9 through 7-39 of reference (b), (to be calculated in hundreds of pounds). If the hazard class may be stored to its physical capacity, enter "PC" in the hazard class column, except for 1.1 hazard class, this must be a number from 0 (zero) to 5000.

h. Column 14 – Restriction. Enter reason for quantity distance (QD) restrictions, following the separation (safety) distance criteria in reference (b). The reasons will be as follows:

- Inhabited building distance
- Public highway or passenger railway distance
- Magazine distance
- Other (specify on separate sheet of paper)
- Runway

i. Column 15 - Distance Feet. Enter the restricting distance in feet.

1. Any questions on filling out this report should be addressed to Commanding Officer, NAVAMMOLOGCEN (Code 4317), P.O. Box 2011, Mechanicsburg, Pennsylvania, 17055-0788, commercial (717) 605-8602, DSN 430-8602.

2. If waivers/exemptions are in effect on storage magazines, a copy of the CNO approved waiver will be sent with the Magazine Hazard Class Capacity Report.

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SECTION 6: STOCKPOINT RECEIPT, SEGREGATION, STORAGE AND ISSUE MANAGEMENT PROCEDURES

- Ref: (a) NAVSUP P-805 (Formerly NAVSEA TW010-AC-ORD-010)
 (b) NAVSUP P-808 (Formerly NAVSEA TW010-AC-ORD-040)
 (c) NAVSUP P-806 (Formerly NAVSEA TW010-AC-ORD-020)
 (d) MCO P8020.1 Series
 (e) NAVORDCENINST 8010.1

3.6.1. Introduction.

Ammunition stockpoint receipt, segregation, storage, and issue functions include handling and inspection performed at Continental United States (CONUS) ammunition handling and storage activities now under Fleet claimancy, their detachments, other stockpoints, other Navy and, with consent of parent commands, Marine Corps ordnance handling and storage activities. While the responsibility for financing these operations for CONUS stockpoints have migrated to each Fleet Commander-In-Chief (FLTCINC), the Naval Ammunition Logistics Center (NAVAMMOLOGCEN) has retained the responsibility for the development and publication of essential standard technical documentation that prescribes the process by which ammunition is inspected and segregated by all Navy ordnance and Naval and Marine Corps Air Station ordnance stockpoints, the centralized development of resource requirements, and other related functions best accommodated by centralized management.

3.6.2. Standard Stockpoint Ammunition Inspection Requirements for Receipt, Storage and Issue of Naval Ammunition.

The development and maintenance of standard and efficient inspection procedures contributes to ordnance industrial base productivity and maximizes the utilization of limited resources. In addition, adherence to these standard and validated procedures contributes to safe storage and improved asset visibility.

a. Reference (a) provides the mandatory standards by which ammunition safety, security and material condition and status accuracy are controlled during the operation of receipt, storage and issue processes at ammunition handling and storage ashore activities. These requirements apply to all Navy and Marine Corps ordnance ashore support activities that perform receipt storage or issue of Navy ordnance and Naval and Marine Corps Air Station ammunition. Included are activities performing manufacturing, maintenance, contractual acceptance, certification, quality evaluation and engineering evaluation of ammunition. Reference (b) provides color photographic visual aids supplementing reference (a) to assure consistency in the inspection and segregation process.

b. Reference (a) is additionally applicable to Single Manager for Conventional Ammunition (SMCA) activities in the handling and storage of Navy and Marine Corps owned/managed ammunition items subject to the following:

(1) In the event that Navy or Marine Corps procedures do not meet SMCA storage safety criteria; local procedures will be used in conjunction with reference (a).

(2) Disassembly, functional evaluation or inspection of manufacturing type defects will not be performed.

c. Marine Corps and Coast Guard operating activities should follow the appropriate provisions of this section as directed by their applicable Command authority.

d. Ammunition material Condition Codes that are required to segment and identify the physical condition of ammunition to be utilized during all stockpoint receipt, storage and issue sentencing operations are described in reference (a).

e. Ammunition Defect Codes that are required to complement and/or supplement material Condition Codes by identifying specific reasons for Condition Codes assignment and/or identifying specific defects or conditions to be utilized during all stockpoint receipt, storage and issue sentencing operations are described in reference (a).

3.6.3. Standard Stockpoint Ammunition Inspection Requirements for Segregation Sentencing of Naval Ammunition.

a. Reference (c) provides the mandatory standard inspection criteria and sentencing requirements, to be applied during segregation of 0T Cog, 2E Cog and 2T Cog ammunition, by which ammunition safety, security and material condition and status accuracy are controlled during the operation of segregation processing at ammunition handling and storage ashore activities. These requirements apply to all Navy ordnance and Naval and Marine Corps Air Station ordnance ashore support activities that perform receipt storage or issue of Navy and Marine Corps ammunition.

b. In cases where segregation is performed concurrent with or immediately preceding ammunition maintenance or renovation additional inspection requirements, in addition to reference (c) that are contained in Depot Maintenance Work Requirements (DMWRs), or Ammunition Data Lists (ADLs) may apply.

c. Application by Marine Corps Ammunition Supply Points is governed by reference (d). Marine Corps and Coast Guard operating activities should follow the appropriate provisions of this section as directed by their applicable Command authority.

3.6.4. Ammunition Handling, Modeling and Resource Forecasting.

a. Ammunition handling resource requirements are determined centrally using automated tools that include cost driver factors such as ship uploads/downloads, ship type, planned location, experience driven cost per ton for load/download, storage, segregation, inventory, and local movement operations. All costs will be computed using established stabilized rates or other consistent methods of determining funding requirements.

b. Storage plans developed in support of FLTCINC Global Positioning requirements which results in the development of high/low stocking levels, by Naval Ammunition Logistics Code NALC/NALC family, are incorporated into resource requirements estimates.

c. MARCORSYSCOM (PMAM) will consolidate and submit OT Cog positioning plan in support of the FLTCINC global positioning requirements.

d. Estimated asset redistribution requirements based on planned renovation schedules, and new production receipts are additionally incorporated into resource requirements estimates.

e. Models establish requirements for all segments of the ordnance handling process, including, stockpoint receipts and issues based on operation needs, load plan receipts and issues, Maritime Prepositioning Force (MPF) requirements, Department of Defense (DoD) warehousing requirements scheduled and unscheduled inventories and other special programs.

f. Model results are validated at stockpoints to assure continued improvements in forecasting resource requirements and historical data is analyzed to provide performance trends and visibility.

g. Reference (e) which provides guidance and criteria for financing stockpoint receipt, segregation, storage and issue functions will be maintained pending the promulgation of revised FLTCINC guidance.